



ADMISSIONS POLICY

Owner	Head of Admissions
Reviewers	Head of Admissions
Approved by	Executive Director
Date approved	August 2023
Next Review Due	August 2024

Whom do we serve?

ISO serves the educational needs of the international community in Oradea as well as the educational needs of the Romanian students who are committed to accessing an international education and curriculum in English. We welcome boys and girls of all races, religions and cultures and we consider applications throughout the year based on availability of places. We are a non-sectarian and coeducational institution.

ENTRY REQUIREMENTS

Language

English is the language of instruction and communication. The ability to successfully access the curriculum within a reasonable time and to thrive in our English language learning environment are the guiding principles for admission to the school.

In early ages, immersion in the English language curriculum is usually sufficient for children to quickly develop proficient English language skills. On this basis, children may be admitted to our school regardless of their level of English proficiency. ISO teachers are trained to support basic language acquisition and learning by non-native English speakers. However, when teachers notice that expected progress is not being made they will seek support from the SSP Coordinator and additional support will be put in place. This may be in the form of an EHCP.

OTHER ENTRY REQUIREMENTS

Student Support Programme (SSP)

All applicants will be observed by the Wellbeing Leader on the day of their assessment, as well as the class teacher.

With regards to applicants with mild social/emotional issues, learning difficulties or other special needs the Wellbeing Leader will submit their report to the SSP Coordinator and Headteacher for further evaluation. The decision to admit the child will be made by the Headteacher based on the recommendation of the SSP Coordinator. If it is determined that the school is unable to accommodate a candidate's additional or special needs, we will endeavour to direct parents to a more suitable option. However, parents should be aware that there are unfortunately very few English language based resources to support children with special needs in Oradea.

Prior Academic Achievement

Although ISO offers a stimulating and challenging educational programme, we accommodate children with a range of academic abilities, provided they are able to adequately access and benefit from our curriculum. We make this determination by reviewing applicants' school records (as available), the

completed student recommendation form which is sent to the most recent education provider and observations and age appropriate academic assessments by the potential class teacher.

Residence

ISO is a day school and does not have boarding facilities. Children must therefore reside with their parent(s) or other legal guardian in a location within commuting distance to the school.

Parent Communication

English and Romanian are the primary languages for communicating with parents. At least one parent or guardian should be able to communicate comfortably with school personnel in English or Romanian.

Personal Care

Nursery children do not need to be toilet-trained.

Early Years Foundation Stage children must be toilet-trained and be able to use the toilet independently. However, staff will be always available to help with clothing fasteners, but not personal care.

Primary children must be able to carry out the tasks expected in EYFS. Furthermore they should begin to show increasing, age appropriate independence, such as being able to dress and undress themselves, manage buttons, zips, laces, etc.

CLASS ORGANISATION

As a coeducational international school, we try our best to maintain a balance of genders, abilities and nationalities in each of our years and classes.

Our teacher-student ratios:

Nursery: 1 adult per 5 children. A maximum of 20 children per class.

EYFS (Foundation Stage 1 & 2): 1 adult per 13 children. Maximum of 20 children per class.

Romanian Line classes and Years 1 to 6: 1 adult per 20 children. A maximum of 20 students per class.

When these numbers are reached a waiting list system will apply.

AGE PLACEMENT

Nursery

Nursery is for children who are 2 years old by 1st September in the year of entry.

Early Years Foundation Stage (EYFS)

There are two levels within the EYFS -Foundation Stage 1 and Foundation Stage 2. Foundation Stage 1 is for children who are 3 years old by 1st September in the year of entry; Foundation Stage 2 is for children who are 4 years old by 1st September.

International Line Primary School

Placement in all years is strictly determined by age as of 1st September in the academic year of entry as follows:

Entering Year Group	Age by Sep 1
Nursery	24 months
Foundation Stage 1	3
Foundation Stage 2	4
Year 1	5
Year 2	6
Year 3	7
Year 4	8
Year 5	9
Year 6	10

Romanian Line Primary School

Placement in all years is strictly determined by age as of 31st December in the academic year of entry as follows:

Entering Year Group	Age by Dec 31
Clasa Pregătitoare	6
Clasa 1	7
Clasa 2	8
Clasa 3	9
Clasa 4	10

Children come to ISO from many different countries with varying school calendars and enrollment age practices. Our 1st September cut-off date and age placement policy reflects what we believe to be the most appropriate classification for the social, emotional and academic wellbeing of children attending the school. Therefore, while we recognise that some parents may wish to have their children placed in years reflecting their home country systems, to ensure the most appropriate learning environment for all children in the school, we do not allow exceptions to the above age placement policy, except in exceptional admissions.

Exceptions

We acknowledge that parents know their child best and will always consider the information shared by them. If parents feel their child would benefit from being placed out of age, the school will assess the child for both year groups and talk to the child's parents to ascertain the best position. The appropriate decision is then made by the School regarding the final placement.

APPLICATION/ADMISSION TIMELINE

Most students enrol at the beginning of the school year or at the start of the second term in early January. A student may be admitted to ISO at any time during the school year (if places are available).

Steps for admission:

1. Upon receiving an enquiry for nursery, kindergarten or the school, the Admissions department enters the required information into the database.
2. The family is invited to take a tour of the campus.
3. The parents fill out a Parent Contact Form, expressing their interest to educate their child/children at International School Of Oradea.
4. The parents, together with the candidate, if applicable, meet with the Admissions Team/Executive Director.
5. The Assessment Day is scheduled with the appropriate teachers, in school if possible. If the candidate is not living in Romania at the scheduled assessment date, the assessment can be held online for students in Year 3 and upwards.

6. Once a candidate is scheduled for assessment, an invoice for the assessment fee (non-refundable) is issued, based on the parents' approval. The assessment fee is paid before the candidate starts the test (GL- CAT4).
7. Once the assessment results are in, the Senior Management Team considers the application based on the test results and previous school reports. Applicants will be contacted by the Admissions Officer to communicate the school's decision to accept/not to accept the candidate in the previously scheduled post-assessment meeting.
8. After communicating ISO's decision to officially accept the candidate, the Admissions Department will ensure:
 - that all due forms are given to the parents and are completed as required. These include the Application Form, the Medical Form, the requirements for the candidate's birth certificate, parents/ guardians Id's.
9. The required documentation must be provided by the parents/ guardians and according to these documents the Annual School Contract is issued.
10. Upon the review of the document, a signed copy must be sent to the Admission Department.
11. Once the School Contract is signed by the parents/ guardians and ISO's Executive Director, the candidate is officially accepted as a student at the International School of Oradea.

Nursery, Early Years Foundation Stage and Primary

All children applying for admission are asked to come to the school for a morning (Nursery and EYFS) or the day (Primary) and participate in lessons for an assessment before a formal acceptance can be offered. If application for admission is during the summer holiday, the first day in the school can be considered as the assessment session, if the assessment has not been completed during the holiday period. The formal acceptance will be offered accordingly. The lessons enable applicants and teachers to meet and interact with each other in the actual school environment, helps the staff, parents and child to identify any issues that may affect the applicant's ability to comfortably access the programme, while also serving as an informal orientation for the children who are accepted.

Children are required to stay in the class without their parents.

Under the normal circumstances the screening will take place on Thursdays and new student(s) will start school on the following Monday.

In reviewing an applicant's eligibility, we look at current/prior school records, where available. We also require the prior academic institution to complete a student recommendation form.

Children's Records from Other Schools

ISO requests children's records in English or translated into English from the applicant's previous school. These records may include reports, transcripts, and results of standardised tests, any reports by a counsellor or psychologist and recommendation letters from an English teacher or Principal. ISO reserves the right to contact the applicant's previous school prior to acceptance.

Parents must agree to the ISO Admissions Policy before enrolment. By signing the application for admission they agree to the terms and conditions stated. The application forms, documents and fees need to be received by the Admissions Office.

Referral Program at ISO

The International School of Oradea referral program represents the school's intention of honouring the families who share their experiences and knowledge of ISO with others. The referral program consists of a discount awarded to both the referring and the new family applying for admission at ISO. The percentage of the discount is established by the SMT team.

Eligibility

- In order to be eligible as a referring family, your child must be enrolled in ISO classes full-time;
- If both the referring family and the new family are applying for admission at ISO, the referring family must submit an application before the new family submits an application.

Restrictions

- The discount only applies to the school year of enrollment; it is not an annual discount and it is offered as a credit voucher which can be used for additional costs; e.g book fee, uniforms, etc;
- The referral program only applies to new enrollees to ISO. Families who referred a student in a previous year cannot claim this award for that student in a subsequent year.

Tuition Credit Application

- The referring family will receive one tuition credit for each new student referred. The referring family can receive multiple tuition credits based on the number of new students referred. Each % discounted is applied to the total tuition amount for the current year.
- The new family will receive one tuition credit of which will be applied to the total tuition for that current school year.
- The tuition credit has no cash value:
 - To benefit from this award the new family must enrol and pay the contracted tuition minus the referral discount.
 - If the referring family has already paid the annual tuition in full at the time of the enrollment of the new family, the referring family will be issued the corresponding

tuition credit, carried over to the next year's tuition balance or can be used to pay lunch/extracurricular activities invoices.

Duration

- Due to The ISO rolling admissions policy, the referring family can refer to a new family anytime during the academic year.
- There is no application deadline for the new family.

Reviewed by: Anca P, Admissions Officer
August 2023

August 2023 2019

Approved by: SMT

Reviewed by: Ahmet D

August 2023

Approved by: SMT, August 2023

Reviewed by: SMT

August 2021

Approved by: SMT, August 2023

Appendix A: Student Observation Form

Student Assessment Day Observations

Child will:

	Independently	With support/encouragement	Not at all
Leave parent/guardian			
Answer questions			
Join in with lessons			
Offer suggestions			
Indicate needs			
Go to the bathroom			
Eat and drink			
Work at the ARE: Maths			
Work at the ARE: Reading			
Work at the ARE: Writing			
Work at the ARE: Listening			
Speak in English			
Makes friends			

Other comments and observations

Recommendations

Accept the child as per parents start request date: Yes/No

Accept the child with a delayed start date: Yes/No

Key academic recommendations before starting:

- 1.
- 2.
- 3.

Key social emotional recommendations before starting:

- 1.
- 2.
- 3,

Appendix B: [Student Reference Form](#)

Appendix C: Student Referral Form

August 11 5, 2023

Dear Ms/Mr.,

I would personally like to extend my gratitude for your kind referral and positive review.

We at International School of Oradea cherish and appreciate our parent relationships, and your thoughtful referral to our educational program helps us to reach more families like you who desire their children to get a high quality education.

As a token of our appreciation, ISO would like to offer you a 150 EUR voucher on your next purchase of either uniforms, lunch, NextGen Afterschool Clubs. Simply mention this voucher to the financial team in your next order.

Thank you again for your valued collaboration and support.

Ahmet DüNDAR, Director
International School of Oradea

11 august, 2023

Stimate doamnă / domnule. ,

Doresc să-mi exprim personal recunoștința pentru recomandarea dvs. și feedback-ul pozitiv cu privire la instituția noastră de învățământ.

Noi ,cei de la International School of Oradea, prețuim și apreciem relațiile cu părinții, iar recomandarea dvs. cu privire la programul nostru educațional ne ajută să ajungem la mai multe familii ca ale dvs. care doresc ca și copiii lor să primească o educație de înaltă calitate.

În semn de apreciere, ISO ar dori să vă ofere un voucher de 150 EUR la următoarea dvs. achiziție de uniforme, prânz, cluburi NextGen. Trebuie doar să menționați despre existența acestui voucher echipei financiare la următoarea comandă.

Vă mulțumim din nou pentru colaborarea și sprijinul dvs.

Ahmet DüNDAR, director



International School of Oradea

LEARN - RESPECT - SUCCEED